

**COUNTY OF SAN DIEGO  
HEALTH AND HUMAN SERVICES AGENCY  
COMMUNITY ACTION BOARD (CAB)  
1255 Imperial Avenue, Room 750  
San Diego, CA 92101  
Phone: (619) 338-2799; Fax: (619) 338-2778  
CAB MEETING MINUTES: JANUARY 23, 2013  
THIS IS A SPECIAL MEETING**

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**CALL TO ORDER**

CAB Chair Jasmin Kirkland called the meeting to order at 2:30 p.m.

**ROLL CALL**

- Present: Awichu Akwanya; Nelson Leone; Paul Moose; Marcia Washington; Jeannine Nash; Denise Reed; Filipa Rios; Rebecca Baez; Jasmin Kirkland; Sonia Ruiz
- Excused: Ana Briones-Espinoza; Ann Durham; Margie de Ruyter; Mark Nanzer; Adriana Paulson; Keith Stevenson
- Absent: None
- Staff: Juana Duenas; Corrine Rodriguez; Rosanna Paez; Lisa Contreras

**ACCEPTANCE OF AGENDA**

- Rebecca Baez motioned to approve the meeting's agenda. Awichu Akwanya seconded the motion. The agenda was approved unanimously.

**APPROVAL OF MINUTES**

- Item tabled until February 14, 2013 meeting.

**INFORMATION ITEM: CSBG 2013 – FUNDING – BOARD LETTER**

Juana Duenas distributed the CSBG 2013 Funding Board Letter, which is to go to the Board of Supervisors for approval on Tuesday, January 29, 2013. Ms. Duenas explained to CAB that this was an informational item for CAB, not an action item. The Board Letter is requesting approval by the Board of Supervisors and a Board Resolution authorizing the Clerk of Board to sign the 2013 CSBG contract with Community Services and Development (CSD) to secure the CSBG funding allocation for CY 2013. This funding allocation is related to the CAP Strategic Plan approved by CAB in 2011.

**ACTION ITEM: CAB STRATEGIC PLAN**

CAP staff shared the calendar of events and tasks that was developed as part of CAB's strategic plan. CAB was informed that items placed on the calendar are regarded as "must do's" for CAB and that the plan is a working document. CAB voted to approve the CAB Strategic Plan as written with the understanding that additional items may be added by CAB that will then work to accomplish in a timely manner. CAB will revisit the listed goals on a quarterly basis. Ad Hoc committee's may be formed to aid in accomplishing the items.

CAB is to review and provide input for approval of the CAB mission statement at the February 14, 2013 CAB meeting. CAB members suggested that the **Culturally and Linguistically Appropriate Services (CLAS)** be written into the Mission Statement:

- **National Standards on Culturally and Linguistically Appropriate Services (CLAS)** The CLAS standards are primarily directed at health care organizations; however, individual providers are also encouraged to use the standards to make their practices more culturally and linguistically

accessible. The principles and activities of culturally and linguistically appropriate services should be integrated throughout an organization and undertaken in partnership with the communities being served.

### **VACANCY ROSTER AND OUTREACH UPDATE**

Juana Duenas updated CAB regarding roster changes and vacancy outreach. The updated vacancy roster was distributed to CAB members.

- The CAB Nominating Committee agreed to provide CAP staff with three dates on which they are free to interview potential CAB applicants.
- CAP staff will be updating the website to reflect changes in management and will distribute an updated newsletter.
- CAB members will intensify outreach for alternates in their districts, reaching out to local leaders and organizations, such as leadership academies, Promotoras, and grass-roots organizations.

### **CAP PROGRAM DIRECTOR'S REPORT**

Juana Duenas presented the Program Director's report in Maria Sanders' absence. Ms. Duenas updated CAB on the status of the 2014-2015 CAP Plan. The plan will include all input received during the CAP Plan public hearings, which allowed providers, clients, and members of the public the opportunity to contribute their concerns regarding service gaps, needs, etc.

CAP will keep CAB updated regarding upcoming conferences relevant to CSBG.

Ms. Duenas updated CAB regarding the kick off of CAP's 2013 EITC program, which this year will be available at over 100 sites. Tax preparation will be available at VITA Sites, which also provide Access to Benefits and pre-screening for CalFresh, Medical, WIC and other public benefits. Information regarding the 2013 is available on the THRIVE San Diego website, and also on 2-1-1. In addition, CAP provides outreach materials to partners and the public, including EITC postcards, which were handed out to the members of CAB at this meeting.

Ms. Duenas shared the following report on behalf of Dale Fleming, CAP Director:

- Dale hopes everyone had a great holiday and has started out with a prosperous new year.
- The Agency is in the process of recruiting and hiring key positions in CAP—the fiscal manager and the Program Director. We will keep the Board apprised of our progress with those appointments.
- Dale attended the National CAP Training Conference earlier this month, and overall there is quite an emphasis being placed on programs that engage, empower and prepare to employ youth. In addition, the federal government is placing greater emphasis on measurement and impact.
- These topics being discussed at the national level seem to echo comments that surfaced at our own strategic planning session in 2012.
- Dale would like us to be in position to follow up and educate ourselves about these emerging national trends and practices, and work together on them locally with a full complement of Community Action Board members in the coming year.
- Many of the Board members are probably aware of federal budget activities regarding the “fiscal cliff”, and negotiations that resulted in some federal dollars being cut from current year programs and services. One such program was the SNAP-Ed nutrition education program. The federal government will cut \$100 million from the program. We have not heard from the State of California yet how much of a local impact that will cause, and which SNAP-Ed activities will be impacted, but we will keep the Board informed. Also, after receiving a very small cut in

Community Services Block Grant funds during the federal fiscal year budget process, it is likely that CAP programs will be up for negotiation once again as the President and Congress seek solutions to the national debt problem. There is not a lot of information being shared at this point, but Community Services Block Grant funds could again be under attack by the federal government. As CAP Program operators, we cannot petition, advocate, or lobby for increased funding. The best course of action for us is to be mindful of outcomes, and deliver solid services that have impacts on our communities. This is even more reason to educate ourselves about outcome measurements and results-oriented activities that were talked about at the training conference earlier this month. The best defense is to show impact. Speaking of which...

- This year was Dale's first time participating in a community needs assessment process, and she greatly appreciated the presence and participation of so many Board members. Of course, this process is important to the development of a meaningful local plan for the next Community Services Block Grant. After we have drafted the plan, Dale would like to add a step to the process this year, and debrief about community needs assessments in general—best practices and promising approaches, and then in the interest of continually improving, discuss the process that we used this year, what worked and what could be improved. When the planning cycle comes around again, the CAP team and our Board together can continue to learn and grow and improve our internal processes and procedures to ensure we continue to get quality input from the diverse communities we serve, as well as our community partners.
- Dale wished to thank the Board members again for their commitment to excellence and to the communities we all serve, and for the important work Board members do every day, in their businesses, communities, neighborhoods and homes. Dale is particularly grateful for their presence and participation on the Community Action Board. The County cannot do this work without the Board. They are an integral part of CAP.

#### **CAB CHAIR'S REPORT – JASMIN KIRKLAND**

CAB Chair left the meeting early and was not able to report.

#### **BOARD DISCUSSION**

- CAB meetings are to be held on the second Thursday of each month, 2:30 – 4:00 p.m. CAB will revisit the discussion on holding CAB meetings at Family Resource Centers.
- CAB requested that the CAB Roster be shared to all members at the next meeting.
- On February 14, 2013 CAB requested that Denise Reed present a 30-minute overview of *How to Run a Non-Profit which also relates to CAB's role in their communities*.
- CAB agreed to review and discuss the CAB By-Laws in future meetings.
- CAB will discuss *Batter Up*, Leadership Assessment Book at a later date.
- Awichu Akwanya's report on the CAP National Convention 2013 was tabled for next CAB meeting.

#### **PUBLIC COMMENT**

No public comment.

#### **ADJOURNMENT**

Nelson Leone motioned to adjourn meeting. Rebecca Baez seconded the motion. Meeting was adjourned at 4:05 p.m.

**MINUTES APPROVED BY:** Jasmin Kirkland (Chair)

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Signature

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Date

**NEXT MEETINGS**

- February 14, 2013, 2:30 p.m.
- March 14, 2013, 2:30 p.m.
- April 11, 2013, 2:30 p.m.
- May 9, 2013, 2:30 p.m.